

## Talbot Heath Rules and Regulations

**Date of last adoption:** *1<sup>st</sup> March 2022*  
**Date of next Adoption:** *Spring Term 2025*

High standards of behaviour are expected of a Talbot Heath pupil and the School's expectations are clearly stated in a number of specific policies, which are available through the Policies section of the school website.

### Key policies

- ☐ Anti-bullying Policy and procedures (Pupils)
- ☐ Behaviour and discipline Policy (whole school)
- ☐ Educational Visits Policy
- ☐ eSafety Policy
- ☐ Exclusion Policy

Additional guidance is also provided to pupils, specific to the stage of the school which they are in and this is outlined in the following pages:

### Pre-prep

#### Our Golden Rules

**We are polite, kind and thoughtful**

**We work hard to do our best and let others learn**

**We keep an open mind**

**We treat all property with respect**

**We are prepared**

**We wear our school uniform correctly**

We are not perfect and will make mistakes. So, here is some advice:

**Accept you have made a mistake** or a poor choice – everyone does

**Decide how you are going to stop** yourself from making that mistake or choice again – your teachers will support you, because they care about you

**Pick yourself up and start again** – every day is a new day and your teachers start every day with a 'blank page', meaning your mistakes of yesterday are 'forgotten' today

**Honour before Honours**

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## Junior School

### Our Golden Rules

**We are polite, kind and thoughtful** - considerate, respectful and courteous towards all others.

**We work hard to do our best and let others learn** – we work hard in our lessons without disturbing others around us.

**We keep an open mind** - are curious, listen actively and learn all the time

**We treat all property with respect** – we always take care of our own and others' property, as well as Talbot Heath property.

**We are prepared** – we arrive for our lessons on time and ensure we have the correct equipment.

**We wear our school uniform correctly** - Our appearance is very important. We always wear the correct uniform and make sure we are smartly presented.

We are not perfect and will make mistakes. So, here is some advice:

**Accept you have made a mistake** or a poor choice – everyone does

**Decide how you are going to stop** yourself from making that mistake or choice again – your teachers will support you, because they care about you

**Pick yourself up and start again** – every day is a new day and your teachers start every day with a 'blank page', meaning your mistakes of yesterday are 'forgotten' today

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## **Senior School**

Key information for students in Senior School is provided by their tutors at the start of the academic year or when a pupil joins the school, if this takes place after this date. The Deputy Head Pastoral provides tutors with detailed guidance for their Tutor groups. Key information is also displayed on notice boards within each Tutor room.

### **Punctuality/Signing in**

It is important that you are punctual for all your lessons and for registration. You should arrive for registration on time otherwise you will be marked as “late” by your Tutor. If you arrive after registration, you must first report to the Reception to sign in and then go at once to your form room or lesson.

### **Absence**

If you are not in school, you must have a valid reason. Permission for absence other than that caused by illness is normally granted only for educational reasons, e.g. to take a music examination, and should be sought well in advance from Mrs Holloway. School holiday dates are published well in advance to avoid the necessity of taking family holidays during term time. You should always bring a note explaining your absence from your parents on the day you return to school.

### **Leaving premises/Signing out**

A written request from your parents for permission to leave school during the day must be sent to Mrs Holloway via your Tutor. If permission is granted for you to leave before the end of the school day, you must sign out at Reception and you must be collected from the Reception area. Sixth Form only - You are permitted to leave the school premises at lunchtime, but for safety reasons you MUST sign out at the reception and sign in on return.

### **Illness and Accidents in school**

If you feel unwell or have an accident you must tell a teacher immediately. You will normally be sent to the School Nurse who will make arrangements for you either to stay in school, go home or in the case of an accident go to hospital. Under no circumstances should you leave school without permission from the School Nurse.

### **Medicines**

Any medicine (this includes painkillers) must be left with the School Nurse (except for asthma inhalers which should be with you all the time). If you are asthmatic please remember to take your inhaler with you to all PE lessons.

### **Food**

You may bring in a snack to be eaten during morning break. This should be eaten outside or in the dining room – no eating in classrooms or locker areas. Chewing gum is NOT allowed.

### **School Uniform**

A high standard of personal appearance is expected of you. You should wear the correct school uniform and look smart. Blazers must be worn in school at all times unless you have been given permission by staff to remove them during lessons, or when you are around the school building and grounds in warm weather. If you are cold then you may wear a jumper under your blazer, but jumpers are not to be worn without blazers.

Your hairstyle must be appropriate for school and long hair tied back neatly. Beaded hair is not allowed. Hair must not be dyed an unnatural colour. The only jewellery that is allowed is one plain stud earring worn in each earlobe and a neck chain with a religious motif. For safety reasons these should be removed during PE lessons. Coloured nail varnish should not be worn. Save your makeup for your leisure time – any makeup worn in school will have to be removed. Take full responsibility for your clothing and other personal belongings and make certain that they are named.

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### Sixth Form dress Code

We consider the Sixth Form to be ambassadors for the school and expect you to be suitably dressed for a professional environment. You are not required to wear uniform, but should look smart and tidy at all times. It is acknowledged that there is a subjective element in determining what is considered appropriate dress, and the school therefore reserves the right to determine the required standard in individual cases.

Skirts should be of a reasonable length – at least reaching to mid thigh. Trousers should be tailored: jeans, cords, cropped trousers, jogging bottoms, leggings and shorts are not considered to be suitable wear for school. No hoodies, other than for sport. No denim. Shoes should be appropriate. No 'Converse' style footwear or flip-flops. Trainers are not considered acceptable footwear other than for sport.

There should be no visible body piercing other than in the ears, except for religious reasons. Sixth Form girls should wear protective clothing for Art and Science lessons and suitable sportswear.

### Lockers

You are responsible for the security of your locker and no one else should open your locker without your permission. All lockers should be padlocked.

### Lost Property

If you lose any of your possessions, please check your form room, locker area, teaching rooms and Sports Hall changing rooms. Should this not be successful then you should tell your Tutor, the School Office and the PE Department (should it be an item of PE Kit). Lost property items are held by Mrs Chapleo in the Assistant Head's Office.

### Valuables

Do not bring any items of value into school. Mobile phones brought into school should be switched off and out of view within the school buildings unless specific permission is given by a member of staff. No incoming calls are allowed. (See Use of Mobile phones.) If a mobile phone is used within the school buildings it will be confiscated and returned at the end of the day. Please refer to the Mobile phone policy for further information regarding sanctions. Money and valuable items should never be left in an unlocked locker or in pockets in the changing room. Any large sums of money can be left with the school office for safe keeping.

### Sixth Form Drivers and Cars

Once you have passed your test, you may drive to school and park in the school grounds provided your parents/guardians have signed the appropriate form giving their permission. These forms are available from the Sixth Form Office.

### Use of Mobile phones

Mobile phones must be used responsibly at all times. This includes on journeys to and from school, and on school trips. Courtesy, consideration of and respect for others are paramount at all times. You may **only** use a mobile during break or lunchtime outside the school building, in the designated area by Senior Entrance 1, for **essential** communication. They should not be used between lessons except in an emergency situation and following approval by a member of staff. For Sixth Form - Within the school building mobile phones should only be used in the Common Room.

If you need to contact home for medical reasons you should do so via Nurse and not on your mobile – your parents may then phone the school obviously concerned and we are unaware that you are ill. Mobile phones cannot under any circumstances be taken into examination rooms in accordance with the examination boards' rules and regulations.

Mobile phones with a camera facility – should not be used in on the school premises without permission of a member of staff. As with any camera, you must always ask others before taking

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a photo – not doing so is invading others' privacy and their personal safety. Any photos taken should be for personal memories and should never be published on the Internet or passed to any other party. Video recordings on mobile phones are NOT to be taken at School.

### School Computer and Internet Use

You are expected to abide by the School's ICT Acceptable Use Policy. Remember, you should not tell anyone your password.

### Confiscations

Any item is likely to be confiscated by staff if it:

- ☐ is illegal for you to have
- ☐ poses a threat to others
- ☐ poses a threat to good order for learning
- ☐ poses a health or safety concern
- ☐ is being used contrary to school policy
- ☐ is against School uniform rules

Depending on its seriousness, your parents may be informed. Any items confiscated will be taken to the school office for safe keeping. Confiscated items are logged by office staff and have to be signed for on collection. After a first offence, items may be collected at the end of that day. Should repeat offences occur parents will be informed by school before the item is returned to the pupil and further sanctions may be applied.

### Rewards

Head's Commendation - Awarded to anyone throughout the school for:

- ☐ an outstanding piece of work or achievement in a practical area
- ☐ an outstanding contribution to any aspect of school life

You will be given a certificate and Mrs Holloway will write to your parents.

House points – these will be awarded by staff and can be awarded for many different reasons. At the end of each half term pupils will be informed which house is currently winning in terms of house points, at the end of the year The Mary Board Cup will be awarded to the winning house.

### Sanctions

Order marks may be given for: breaking rules, misbehaviour, forgetting books or equipment, missing deadlines for handing in work and rudeness.

Mrs Holloway will be informed if you receive 3 order marks, and this will result in an after-school detention (organised by the Deputy head Pastoral) and your parents will be informed.

Other sanctions include:

- ☐ Removal from the group/class
- ☐ Confiscation of inappropriate items
- ☐ Withdrawal of break or lunchtime privileges
- ☐ Carrying out a useful task in the school
- ☐ An instant detention
- ☐ Withdrawal of access to the School IT system if the pupil misuses it
- ☐ Withholding participation in a School trip/event (non-essential part of the curriculum)
- ☐ Temporary (fixed period) exclusion
- ☐ Permanent exclusion.

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### **Code of Behaviour**

- ☐ We show respect for others and for our environment
- ☐ We take a responsibility for our learning
- ☐ All members of our community are valued and we should value others.
- ☐ Respect for others:
- ☐ Show courtesy and consideration towards others at all times, especially in the language you use
- ☐ Bullying will not be tolerated
- ☐ Respect school property and the property and work of fellow students
- ☐ Show consideration for others when moving around the school
- ☐ Greet everyone with politeness and helpfulness.
- ☐ Respect our environment:
- ☐ No graffiti
- ☐ Keep your possessions in your locker, not on top of lockers or on the benches
- ☐ Put litter in the bins (recycle when possible)
- ☐ Only use equipment with your teacher's permission
- ☐ If you borrow equipment always return it to the correct place
- ☐ Only eat in the dining room or outside.
- ☐ Responsibility for our learning:
- ☐ Be punctual and organised, taking the correct books and equipment to lessons
- ☐ Listen carefully and follow instructions
- ☐ Play an active part in lessons, raising a hand to ask or answer questions
- ☐ Take pride in your work and look after your text books
- ☐ Meet deadlines
- ☐ Challenge yourself by setting SMART targets
- ☐ Ask for help if you need it.
- ☐ Dress according to the Uniform Rules: wear the correct uniform
- ☐ Observe the Health and Safety Code of Practice and Safety Codes in operation in different areas of the school e.g. Laboratories, Sports Hall, etc.
- ☐ Abide by the School's ICT Acceptable Use Policy.

**Remember: Courtesy, Consideration and Cooperation make for a civilised community**

### **Anti-Bullying Charter**

Bullying is when one person's life is made unhappy or a misery by the actions or the words of another person or a group. It is a deliberate intention to hurt, threaten, intimidate or frighten someone. Bullying behaviour may include: name-calling; teasing; mocking; making offensive comments; physical actions – pushing/hitting; taking belongings; inappropriate text messaging and emailing; sending offensive images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups; and spreading hurtful and untruthful rumours.

Talbot Heath has a 'zero tolerance' policy to bullying.

Any instances of bullying are taken seriously and dealt with promptly. If an allegation of bullying is made, all parties will be spoken to by staff and parents will be informed.

A variety of sanctions are used to deal with bullying in line with our Behaviour Policy. We are also a telling school, which means that anyone who knows that bullying is happening is expected to tell someone who can then do something to help stop it. By watching an incident and not telling anyone, you're helping the bully.

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### Sources of Help:

Don't suffer in silence! The problem may not just go away and telling someone about it will NOT make it worse. There are lots of people you can talk to if you're worried about bullying:

- ☐ Your form tutor
- ☐ Any member of staff
- ☐ School Nurse
- ☐ School Chaplain
- ☐ Peer mentor
- ☐ A senior pupil
- ☐ Your form prefect
- ☐ Your parents

If you need somewhere to be safe while the problem is being sorted out, there will be a place for you to go within school.

Help from outside agencies:

Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 11 11
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	0808 800 5000
KIDSCAPE	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	
CEOPs	<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>	

### Cyber-bullying

Seven tips to protect yourself and your friends from getting caught up in cyberbullying and advice on to how to report it when it does happen.

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website can be really upsetting. You have a right not to be harassed and bullied online.

#### 1) Always respect others

Remember that when you send a message to someone you cannot see the impact that your words or images may have on the other person.

Be careful what you say online or what images you send. What you think is a joke may really hurt someone else. If you receive a nasty message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyber-bullying yourself. You could also be breaking the law.

#### 2) Think before you send

Think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Whatever you send can be made public very quickly and could stay online forever.

#### 3) Treat your password like your toothbrush

Don't let anyone know your passwords. Change them on a regular basis. Only give your mobile number or personal website address to trusted friends.

#### 4) Block the Bully

Learn how to block or report someone who is behaving badly.

#### 5) Don't retaliate or reply!

Replying to bullying messages, particularly in anger, is just what the bully wants.

#### 6) Save the evidence

Keep records of offending messages, pictures or online conversations. These can be used by school, internet service provider, mobile phone company, or even the police, to investigate.

#### 7) Make sure you tell

Tell an adult you trust, who can help you to report it to the right place or call a helpline like ChildLine on 0800 1111 in confidence.

Talk to a teacher who can support you and can discipline the person bullying you.

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Tell the provider of the service (e.g. your mobile phone operator or social network provider).  
Check their websites to see where to report incidents.

Finally, don't just stand there -

If you see cyber bullying going on, support the victim and report the bullying. How would you feel if no-one stood up for you?

### **Health and Safety Code of Practice**

- ☐ Behave safely and sensibly indoors and outdoors:
- ☐ Do not run in the corridors or behave in an unruly way in corridors, form rooms or on staircases. Keep to the left when on staircases or in corridors.
- ☐ When waiting to enter a room form a single file queue in the corridor against the wall. Do not leave bags, files or other possessions in corridors or on staircases.
- ☐ No standing on chairs or desks.
- ☐ Do not open or lean out of large windows, or sit on window sills in form rooms, the dining room or corridors.
- ☐ Ensure that bags, files etc. are kept clear of gangways in class rooms.
- ☐ Ensure that headphone leads or other flexes are not left where people may walk.
- ☐ When waiting for buses wait in the correct place in an orderly queue, and only move forward when told to by a teacher or the driver when the bus is stationary.
- ☐ Do not push when boarding the bus.
- ☐ Report all accidents to the School Nurse or a member of the Teaching or Office staff immediately:
- ☐ Report 'near misses' to the School Nurse or a member of the Teaching or Office staff, so that dangerous situations can be recognised and dealt with.
- ☐ Report dangerous conditions to a member of the Teaching or Office staff immediately. Provision should be made for temporary safety, e.g. posting a 'sentry' on duty to warn people, if there is water on the floor or a window is broken.
- ☐ Sign in/out when arriving late or departing early.
- ☐ When the Fire Alarm sounds leave the building immediately in silence.

**All pupils are expected to exercise personal responsibility for themselves and their classmates.**